

CIVILIAN SURVIVOR BENEFITS ASSISTANCE

There are a number of administrative details to be accomplished following the death of a civilian employee who dies while serving the Air Force. Upon death, the civilian employee's supervisor is notified who, in turn, notifies the employee's local Civilian Personnel Flight or the Air Force Personnel Center's Benefits and Entitlements Service Team, as appropriate. Civilian employees with prior military service may be entitled to additional benefits.

A benefits counselor will be assigned to provide the next of kin or designated beneficiary survivor benefits information and assist in completing all claims processing. The benefits counselor will discuss the following benefits, as appropriate:

- Death gratuity
- Federal Employees' Group Life Insurance
- Unpaid compensation
- Survivor Benefits Program
- Federal Employees' Health Benefits
- Thrift Savings Plan information
- Death certificate and forms completion assistance

The Benefits Counselor will be in contact with you regularly until all actions are complete. Upon receipt of the completed forms, the benefits counselor will forward all claims to the appropriate agencies for adjudication. Once all claims have been adjudicated, the employee's Official Personnel Folder will be transferred to the National Personnel Records Center in St. Louis to be retained permanently.